

22 February 2012

Chief Executives of:  
Strategic Health Authorities  
NHS Trusts  
Primary Care Trusts  
NHS Foundation Trusts  
Arms Length Bodies  
Directors of Adult Social Services (England)

*Richmond House  
Room 317  
79 Whitehall  
London  
SW1A 2NS*

**Gateway reference No 17249**

Dear colleague,

**NOMINATIONS FOR UK HONOURS FOR NEW YEAR 2013: DEADLINE 28 MARCH 2012**

I am writing to invite you to nominate candidates for consideration for a UK Honour for New Year 2013.

As you know, Honours are an important public recognition of the achievements of ordinary people who do extraordinary things. As a nation, we value the contribution that the care system makes to people's health and wellbeing, and Honours are a visible celebration of the success of people who really make a difference.

While we are always open to nominations for clinicians and leaders of distinction, I would also strongly encourage you to think about other people you come across - those who go the extra mile to make services work really well. This could include practice nurses, GPs, and dentists; physiotherapists and radiographers; receptionists and porters; laboratory staff; and fund-raisers, community organisers, and volunteers. We need more nominations from the front line of service delivery, and from the unsung heroes who volunteer their time to help others - and I need your help in gaining national recognition of their achievements.

We also want to encourage nominations of individuals who have made a significant contribution - locally, as well as nationally - to health and well being more broadly. These could be service managers, commissioners, non executive directors (and governors and members for NHS foundation trusts). In a time of change, it is important to recognise the valuable contribution made by those who are managing the transition, whether in new organisations or existing ones, and keeping vital service going.

Honours should reflect the diversity of the population we serve, and I would therefore encourage you to look to ensure that nominations reflect modern society. We would particularly like to see more nominations for people from black and minority ethnic groups (currently under represented in the Honours

system), and from women, who make up 70% of the NHS workforce but who receive only 40% of our Honours. This situation can only change through a better throughput of good quality nominations, and I need your help to do this.

I should also like to remind you about the Queen's Ambulance Service Medal (QAM). The QAM recognises distinguished and meritorious service within the NHS ambulance service. Similar to the UK Honours process, we would like to invite you to submit nominations of highly deserving candidates. For further details and how to nominate please contact the Urgent and Emergency Care Team via email at [urgent&emergency@dh.gsi.gov.uk](mailto:urgent&emergency@dh.gsi.gov.uk).

The deadline for submitting all nominations is **Wednesday 28 March**. Nominations received after this date could be considered in subsequent rounds, but do please bear in mind the need to make cases that are current and relevant. Please send your fully completed nomination forms to [mb-honours@dh.gsi.gov.uk](mailto:mb-honours@dh.gsi.gov.uk).

Advice about making a high quality nomination is attached. This will help you give your candidates the best possible chance of success. Remember to base your case on what the candidate has achieved - ie. what he or she did, the challenges that he or she faced that made their contribution special, and why this made a significant difference to patients and service users, whether locally, regionally or nationally.

Do please get in touch with our Honours team if you have any queries, or would like further help - you can e-mail them at [mb-honours@dh.gsi.gov.uk](mailto:mb-honours@dh.gsi.gov.uk), or call them. They are:

Surbjit Virk	020 7210 5624
Grace Greechan	020 7210 5037
Helen Bartlett	020 7210 5339

I look forward to receiving your nominations, and I am grateful for your help.

Yours sincerely,



**Una O'Brien CB**  
**Permanent Secretary**

## **Further information on making a nomination**

### Nomination form

As an aid to nominations, we have included a DH nomination form, which is based on the Cabinet Office's public nomination form. This will help nominators think through their nominations and help them give their candidates the best chance of success. Some of the additional information required will help the Department strengthen cases where the external, independent Honours Committees believe this to be necessary.

The **citation** section of the form should summarise the nominee's achievements and will be used as the final submission if they are selected for further consideration. This section should contain no more than 480 words. Please indicate the **level of Honour** in the box on this page. This should reflect the level of impact of the nominee's achievement - ie. whether it was local, regional, national or international.

The DH nomination form, contains an equality monitoring form along with some guidance. This can be obtained from **the link on the DH website – Honours Page**. All completed nomination forms should be sent to the DH Honours mailbox which is [mb-honours@dh.qsi.gov.uk](mailto:mb-honours@dh.qsi.gov.uk)

### Re-nominations

Nominations received at previous rounds will remain under active consideration for up to two years. There is no need to re-nominate before this time unless the nominee's circumstances have substantially changed. If you do wish to re-nominate a previously unsuccessful candidate, please ensure that all personal information is current and that the form reflects the nominee's current role. All nominations should be authorised by the Chairman or Chief Executive of the organisation.

### Who succeeds

We have been advised by the Cabinet Office that those nominations which focus only on difficult personal circumstances or tragedies experienced, pleasant personality, one-off efforts or short history of service are not usually likely to be successful. Honours are generally awarded to people who have given over and above the expectations of their job for a sustained period.

The Honours Committee is keen to see nominations for people who have made a contribution to society – those people who are making a real difference locally and contributing to the community (whether it is their physical community or more broadly to their professional community) as well as doing their day job.

### Timing of nominations

Nominations should be made while the nominee is still active and, if possible, at least 12 months before he/she is expected to retire or stand down.

To ensure a smoother process please send **all nominations directly to the Department of Health** via email to [mb-honours@dh.gsi.gov.uk](mailto:mb-honours@dh.gsi.gov.uk).

We will, as always, seek views from Monitor and the Appointments Commission on nominations that fall within their respective remits. Foundation Trusts may recently have received a letter outlining the process.

#### Contact us

If you have any queries or need more guidance the Department's Honours team will be happy to help you. They are:

<b>Surbjit Virk</b>	<b>Honours Team Leader</b>	<b>020 7210 5624</b>
<b>Grace Greechan</b>	<b>Honours Secretary</b>	<b>020 7210 5037</b>
<b>Helen Bartlett</b>	<b>Honours Secretary</b>	<b>020 7210 5339</b>

**The deadline for this round of nominations is 28 March 2012.**